

**SOUTH DAKOTA
REAL ESTATE COMMISSION
221 W. Capitol Ave., Suite 101
Pierre, SD 57501
Telephone: 605-773-3600 Fax: 605-773-4356
Web site: www.sdrec.sd.us**

FOR COMMISSION USE ONLY

Receipt No. _____ Amount _____

Approved _____ Date _____

____ Required Hours ____ Elective Hours

Approved by _____

Course Number _____

**APPLICATION FOR APPROVAL/RENEWAL OF
REAL ESTATE EDUCATION COURSE**

____ **New Course** ____ **Course Renewal** (If renewal, please list course number _____)

Course Delivery: ____ **Classroom** ____ **Distance Learning** ____ **Independent Study**

The application and fee for classroom course approval must be received by the SDREC office at least 20 days prior to the course date.

Name of provider _____

Mailing address _____
(Street or PO Box)

(City)

(State)

(Zipcode)

Business Location, if different from above _____
(Street)

(City)

(State)

(Zipcode)

Contact person _____

Telephone number _____ Toll free number _____ Fax number _____

E-Mail _____ Web site address _____

Course title _____

Number of hours requested _____

Is this course certified by the Association of Real Estate License Law Officials? ____ Yes ____ No
(If yes, provide copies of the certification and summary sheet.)

Is this course approved by the real estate regulatory agencies in any other states? ____ Yes ____ No

If yes, list those states _____

CHECK ALL TOPICS COVERED IN THIS COURSE:

| ✓ | Topic | ✓ | Topic |
|---|--|---|---|
| | Real estate ethics | | Land use planning and zoning |
| | Legislative issues that influence real estate practice | | Use of calculators or computers as applied to the practice of real estate |
| | Real estate license law and rules, including compliance and regulatory practices | | Accounting and taxation as applied to real property |
| | Real estate financing | | Estate building and portfolio management |
| | Americans with Disabilities Act | | Real estate securities and syndication |
| | Real estate brokerage administration | | Land development |
| | Environmental issues | | Real estate appraising |
| | Real property management | | Real estate marketing procedures |
| | Real property exchange | | Basic computer skills |
| | Fair housing | | Real estate mathematics |
| | Antitrust | | Real estate market measurement and evaluation |
| | | | Home inspection |

APPLICATION FEE MUST BE ENCLOSED. PLEASE CHECK FEE ENCLOSED:

| | Continuing Education | ✓ | Renewal |
|---------------------------|----------------------|---|---------|
| Classroom | 75.00 | | 50.00 |
| Distance Education | 150.00 | | 50.00 |
| Independent Study | 75.00 | | 50.00 |
| ARELLO Certified | 50.00 | | 50.00 |
| Seminar | 15.00/hour | | n/a |

Include with the application the following:

Classroom delivery: Form C

Form N

Timed Outline

All course materials and handouts

Instructor application, if not already on file with Commission

Distance learning: Form O

All course materials

Instructor application, if not already on file with Commission

Independent study: Form I

Form O

All course materials (include exams and answer keys)

All information, requested materials and application fee must accompany the application or the application will be returned.

Signature of Authorized Representative

Title

FORM C

(This form must accompany the application for classroom study.)

Name of course _____

Instructor _____

Does the instructor hold a certificate from the S.D. Real Estate Commission to teach real estate courses? _____ If no, the instructor must submit an instructor application for approval.

Does this course utilize the services of a guest speaker? _____ If yes, the guest speaker's resume must accompany this application.

Attendance Requirement:

Individuals that miss more than 10% of any class **CANNOT** receive credit for the class. **NO EXCEPTIONS.** The SDREC expects course providers to monitor attendance at all times and comply with this requirement.

Form N

(This form must accompany the course application for all courses presented in a classroom setting. It must also be used when you notify the Commission of your course schedule. It is suggested that you make copies of this form or download it from the Commission's web site at dlr.sd.gov/realestate)

Notification of Upcoming Courses

Course provider _____

Contact person _____ Phone Number _____

| Start Date | End Date | Course Name | SD Course Number (for courses already approved) | Location (zip code) |
|------------|----------|-------------|--|---------------------|
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Form O

Each course application must include a detailed, timed outline. This form may be used or an existing outline may be attached instead.

Outline of Course Presentation

| Subject Content of Each Segment | Learning Objective | Teaching Techniques Utilized in Each Segment | Estimated Time to Complete Each Segment |
|--|---------------------------|---|--|
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TOTAL HOURS REQUESTED _____

IMPORTANT!

The following information pertains to rules that must be followed to maintain course certification:

- ◆ All courses presented in a classroom setting must meet the required number of hours.
- ◆ The Commission must be notified, in advance, of course schedules, dates, locations and any changes in the course content.
- ◆ A distance learning or independent study course must require that the student pass an appropriate exam to successfully complete and receive credit for the course. The examination must contain at least five questions for each hour of credit and require a minimum passing score of at least 80 percent.
- ◆ The provider of a distance learning or independent study course must obtain from each student a certification statement substantially as follows: "I certify that I have personally completed each assigned module of instruction for this course without the assistance of any person other than my instructor and that all work represented as being mine is in fact my own work."
- ◆ All providers must issue a certificate of attendance to licensees who attend the course.
- ◆ Anyone who is absent for more than 10% of a course presented to attendees in a classroom setting may not receive credit for the course.
- ◆ No licensee may receive credit for the same course taken more than once in any one renewal period.
- ◆ The provider is responsible to certify to the Commission, within 10 days of completion of the course, that each student successfully completed the entire course. This roster must contain the licensee's name, license type, license number, course title, course number and number of hours completed.
- ◆ The certificate of accreditation for continuing education courses expires three years from the date of approval, at which time the certificate becomes void and a new application must be made to the Commission.
- ◆ The course provider must maintain for a minimum of three years the records of all students (copies of certificates) who successfully complete the course.
- ◆ Course must be open to all licensees.
- ◆ All applicable South Dakota laws and rules must be observed.

Syllabi and student manuals should contain the following items:

- Faculty contact information, telephone, e-mail, voicemail, address, toll free numbers
- Homework and assignments
- Any broadcast schedules and any broadcast repeats
- Student material required, (such as software, specialized Internet providers, etc.)
- Testing information
- Distance site locations
- Responsibilities and procedures for missed technology sessions
- Library and resource information
- Deadlines
- Registration periods
- Withdrawal information
- Fees and refunds
- ADA information
- Technology support services available to students
- Completion and assignment time lines
- Prerequisites

List of Attendees

(This form must be completed by the course sponsor and submitted to the S.D. Real Estate Commission, 221 W. Capitol, Suite 101, Pierre, SD 57501 within 10 days of course completion. This form can also be faxed to (605) 773-7175.)

Course Sponsor _____ Instructor _____

Course Name _____ Course Number _____

Phone Number _____ Hours _____ Date _____ Location _____

| Last | First | License Type | License Number |
|------|-------|--------------|----------------|
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**SOUTH DAKOTA REAL ESTATE COMMISSION
EDUCATION EVALUATION FORM**

(This form must accompany the list of attendees that is submitted to the Commission within 10 days of course completion.)

Course name _____

Date _____ Location _____ Instructor _____

1. Did you find the content of this course to be up-to-date?
☐ Yes ☐ Fairly up-to-date ☐ No
2. Was the course well organized?
☐ Yes ☐ Somewhat ☐ No
3. Did you find the material to be relevant to your own work as a real estate professional?
☐ Yes ☐ Somewhat ☐ No
4. How would you rate the level of this course?
☐ About right ☐ Too advanced ☐ Too basic
5. On a scale of 1-5, with 5 being best and 1 being worst, how do you rate the overall course?
☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Comments _____

6. Was the instructor knowledgeable and up-to-date on the subject?
☐ Yes ☐ Somewhat ☐ No
7. On a scale of 1-5, with 5 being best and 1 being worst, how do you rate the instructor?
☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

Comments _____

8. Were the classroom facilities adequate? ☐ Yes ☐ No

Comments _____

9. Please write down any additional comments or other course topic suggestions.

